|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | #1 | #2 | #3 | #4 | #5 | CILM | CAR | AC | Coach | Resources | Plenary |
| Screen | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp(rear) | Kemp | Kemp | Kemp(rear) |
| Flip chart & paper (extra outside office) | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp |
| Projection table | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp | Kemp (three) | Kemp |
| Data projector | Kemp | Kemp | Kemp | Kemp | Shelley | Ministry | Shelley | Ministry |  | Kemp,Myrna, Agnes | Cathy, Sandy |
| Podium & microphone |  |  |  |  |  |  |  |  |  | Kemp (D. rm) | Kemp |
| Lapel & hand-held mics |  |  |  |  |  |  |  |  |  |  | Kemp |
| Sound board |  |  |  |  |  |  |  |  |  |  | Kemp |
| Document camera |  |  |  |  |  | Jonathan |  | Sandy | Irene |  |  |
| Speakers |  | Shelley | Judy |  | Doug |  |  |  | ??? |  |  |
| Power bars |  | | | | |  |  | Kaye |  | 3 Kaye |  |
| Hard wiring, hubs |  | | | | |  |  | Rod? Kemp? |  |  |  |
| Netbooks |  | | | | |  |  | Sandy?? |  |  |  |
| Handouts |  | | | | |  |  | Rod/Sandy |  |  |  |
| Laptops (headset & mic ) |  | | | | |  |  | Participants |  |  |  |
| Extra chart paper |  |  |  |  |  |  |  |  |  |  | Kaye [2/table (P1/2] |
| Markers |  | Kaye | Kaye | Kaye | Kaye |  | Kaye |  | Kaye |  | Kaye [8/table(P1/2)] |
| Markers (black) |  |  |  | Kaye |  | Kaye (6 pkgs) |  |  |  |  |  |
| Masking tape |  | Kaye | Kaye | Kaye |  |  | Kaye |  |  |  | Kaye (5 rolls) |
| Chart size grid paper |  |  |  |  |  |  |  |  | Kaye |  |  |
| Grid paper |  |  |  |  |  |  |  |  | Irene |  |  |
| Linking cubes |  |  |  |  |  |  |  |  | Irene |  |  |
| IWB |  |  |  |  |  |  |  |  |  | Irene, Myrna |  |
| Post-it notes [3X3] | Kaye |  | Kaye | Kaye | Kaye | Kaye |  |  |  |  |  |
| Post-it notes [half page] |  |  | Kaye |  | Kaye | Kaye |  |  |  |  |  |
| Elastics |  | Kaye |  |  |  |  |  |  |  |  |  |
| Clear packing tape |  |  |  |  |  |  |  |  |  |  |  |
| Sticker dots |  | Kaye | Kaye(Y,R,G) |  | Kaye |  |  |  |  |  |  |
| Highlighters |  | Kaye |  | Kaye |  |  |  |  |  |  |  |
| Labels for wall |  |  | Kaye |  |  |  |  |  |  |  |  |
| Scissors |  |  |  | Kaye (3 ) |  |  |  |  |  |  |  |
| 8.5 X 11 white paper |  |  |  | Kaye |  |  |  |  |  |  |  |
| Dry erase markers |  |  |  | Kaye |  |  |  |  |  |  |  |
| Glue sticks |  |  |  | Kaye |  |  |  |  |  |  |  |
| Roll white paper |  |  |  |  |  |  |  |  |  | Kaye |  |
| Buckets coloured tiles | Sharman, Doug | | | | |  |  |  | Irene | Shelley |  |
| Location | Toronto 1 & Thunder Bay [Danielle, Sharman, Fred]– Meeting Room A  Toronto 2 [Diane, Paul]– Meeting Room B  Ottawa [Shelley, Judy]– Classroom 4  London & North Bay [Doug, Pat]– Classroom 2  Barrie [Deb, Anne]– Classroom 1 | | | | | Mtg Room A | Mtg Room B | Centre Hall | Mtg Room C | Mtg Rm D | Centre Hall |
| Room setup | Rounds of 6 plus two rectangular for materials | | | | | Rounds of 6 | Rounds of 6 | Rounds of 8 | Rounds of 6 | 8 rect on walls  2 rounds of 5 | Rounds of 8 |

|  |  |  |  |
| --- | --- | --- | --- |
| One box per breakout group with all this material enclosed | | | |
| Arranged with Kempenfelt | | | |
|  | Sandy | Shelley | Kaye | |
| Name tags [double sort] |  |  | √ | |
| Participant folders [coloured] |  |  | √ | |
| Breakout attendance lists |  |  | √ | |
| Handouts printing | √ |  |  | |
| Camp schedule printed | √ |  |  | |
| Permission forms printed | √ |  |  | |
| Travel claim forms |  |  | √ | |
| Cheque return set up |  |  | √ | |
| Lunch time mixers |  |  | √ | |
| Table cards for regions |  |  | √ | |
| Wednesday Rotation & Wed evening locations |  |  | √ | |